

# **Supplier – Create and Submit Item Updates in the Oracle Supplier Portal Quick Reference Guide**

## **Introduction**

The new Oracle Supplier Portal allows suppliers to the Pennsylvania Liquor Control Board (PLCB) of spirits, wines, consumables and accessories to initiate updates to items previously submitted to and published by the PLCB.

This Quick Reference Guide (QRG) shows suppliers how to use the new Supplier Portal to submit requests for updates to any item.

## **Before You Begin**

You must contact the PLCB before making any updates to items in the Oracle Supplier Portal for guidance in updating the item. For stock items, email your Category Manager and include either the 9-digit PLCB item number, the Universal Product Code (UPC) Number or the Supplier Shipping Container Code (SCC)/Global Trade Item Number (GTIN). Also include the reason for the update to the item. Only limited updates to stock items will be permitted in the Oracle Supplier Portal, and the Category Manager will indicate whether you should make updates in the system or if they will be handled by Product Management.

For Special Order (SO) items, email [ra-lbslo@pa.gov](mailto:ra-lbslo@pa.gov).

For information on completing fields, refer to the [Supplier - Create and Submit Items in Oracle Supplier Portal QRG](#) or the [Supplier - Create and Submit Special Order Items in Oracle Supplier Portal QRG](#).

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## **Glossary**

Acronym	Meaning
GTIN	Global Trade Item Number
PLCB	Pennsylvania Liquor Control Board
QRG	Quick Reference Guide
SCC	Shipping Container Code
SO	Special Order
UPC	Universal Product Code

## Update an Item (Oracle Supplier Portal)

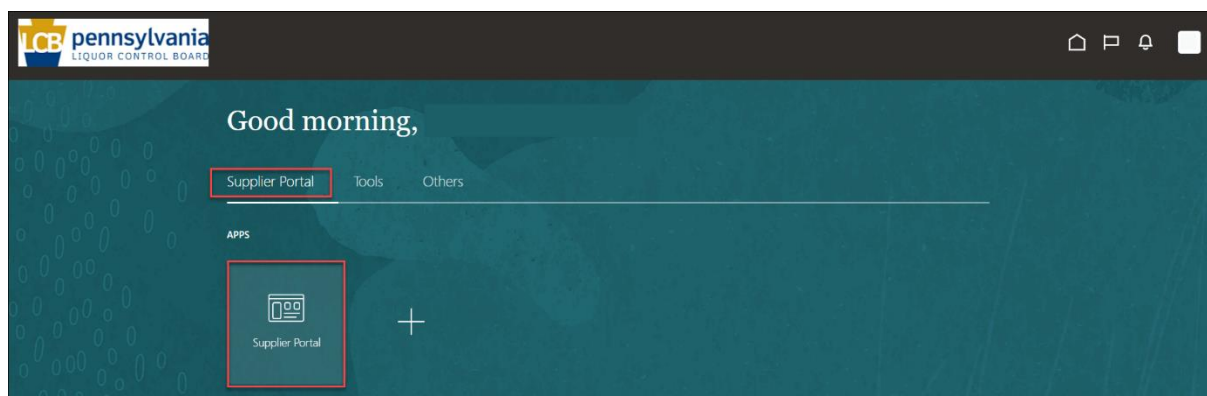
Link to eLearning video: [Supplier - Create and Submit Item Updates in Oracle Supplier Portal](#)

1. Log in to the Oracle Supplier Portal:
  - a. Enter **User ID**
  - b. Enter **Password**
  - c. Click **Sign In**



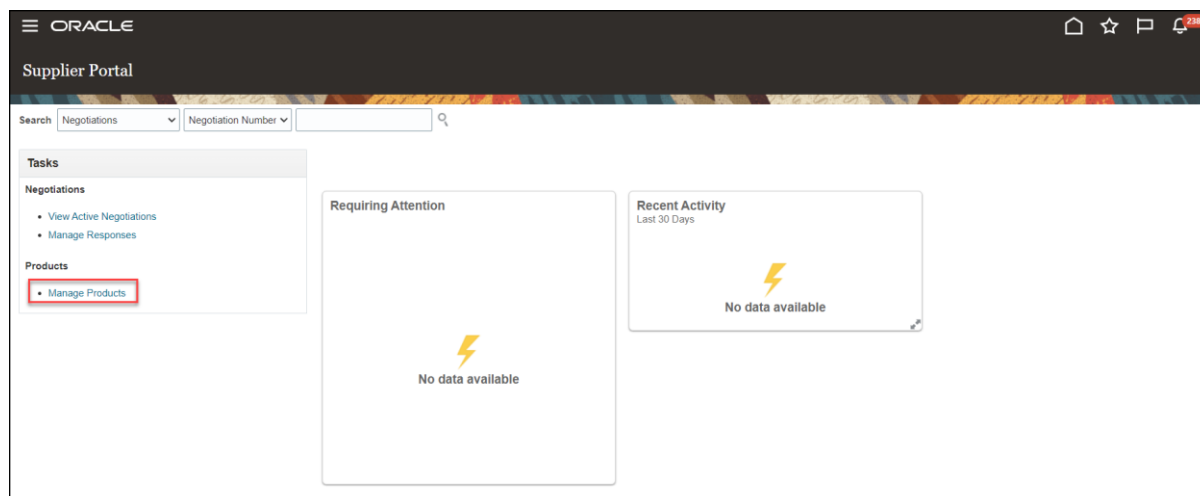
The screenshot shows the 'Sign In Oracle Applications Cloud' interface. At the top, it says 'Sign In Oracle Applications Cloud'. Below this is a 'Company Single Sign-On' section. There are two input fields: 'User ID' and 'Password', both highlighted with red boxes. Below the 'Password' field is a link for 'Forgot Password'. A 'Sign In' button is highlighted with a red box. At the bottom, there is a language dropdown menu set to 'English'.

2. Navigate to the Welcome Springboard.
3. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.



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- Click the **Manage Products Link** on the left side of the screen under the Products Heading.



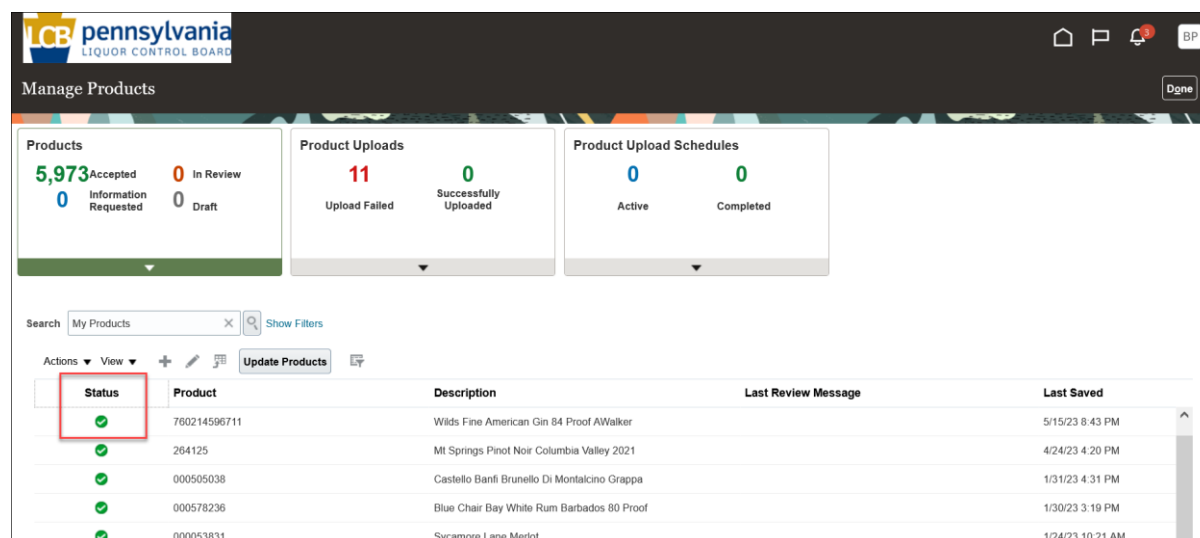
The Manage Products screen will appear.

**Note:** You may need to scroll down through headings to see Products > Manage Products.

- Find the item for which updates need to be made.

**Note:** Users can refer to the “Searching on the Manage Products Screen” Section of the [Supplier - Oracle Supplier Portal Basic Navigation QRG](#) or the [associated eLearning](#) for more information on how to find the item to update.

- Ensure a green **Checkmark Icon** displays in the Status Column. This indicates the item was previously published in the Oracle Supplier Portal.



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**LCB pennsylvania**  
LIQUOR CONTROL BOARD

Manage Products

**Products**  
5,973 Accepted  
0 Information Requested  
0 In Review  
0 Draft

**Product Uploads**  
11 Upload Failed  
0 Successfully Uploaded

**Product Upload Schedules**  
0 Active  
0 Completed

Search: My Products [X] [Show Filters]

Actions: View [Update Products]

Status	Product	Description	Last Review Message	Last Saved
✓	Product	Product Description		5/19/23 6:33 PM
✗	Product	Product Description		5/19/23 1:41 PM
✓	Product	Product Description		5/15/23 8:43 PM
✓	Product	Product Description		4/24/23 4:20 PM
✗	Product	Product Description		4/19/23 5:10 PM

**Note:** Do not edit items with “Submitted” or “Rejected” in the Status Column.

**LCB pennsylvania**  
LIQUOR CONTROL BOARD

Manage Products

**Products**  
5,971 Accepted  
1 Information Requested  
0 In Review  
0 Draft

**Product Uploads**  
11 Upload Failed  
0 Successfully Uploaded

**Product Upload Schedules**  
0 Active  
0 Completed

Search: [X] [Show Filters]

Actions: View [Update Products]

Status	Product	Description	Last Review Message	Last Saved
✗	769214596711	Wilds Fine American Gin 84 Proof	Please provide current tasting notes.	6/7/23 7:28 PM
Information Requested	3333	SO Test Item		5/19/23 1:41 PM

**Note:** Items with a blue “Information Requested” icon indicate the item requires further corrections. You will see a notification under the Bell Icon in the Global Header of the Oracle Supplier Portal. Depending on the comments, you may need to make corrections and resubmit the item.

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7. Highlight the row, then click the **Pencil Icon** to edit the item.

Status	Product	Description	Last Review Message	Last Saved
✓	760214596711	Wilds Fine American Gin 84 Proof		5/15/23 8:43 PM
✓	264125	Mt Springs Pinot Noir Columbia Valley 2021		4/24/23 4:20 PM
✓	000505038	Castello Banfi Brunello Di Montalcino Grappa		1/31/23 4:31 PM
✓	000578236	Blue Chair Bay White Rum Barbados 80 Proof		1/30/23 3:19 PM

The Edit Product screen will appear.

8. Make changes to the item.

**Notes:** Fields marked with a single asterisk (\*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. “N/A” or “Other” may be available values if you do not have information for a field.

Do not copy and paste into Oracle Supplier Portal fields. Doing so may cause an unexpected result and delay your submission.

Ensure there are no trailing spaces in any fields.

Use only alphanumeric characters in the description field. Do not use any special characters such as the percent symbol (%), ampersand (&), asterisk (\*) or others.

Do not change the Product number.

Disregard and do not enter Pack Type, Global Trade Item Number, GTIN Unit of Measure, Manufacturer Part Number and Manufacturer Name fields. The PLCB does not use these fields.

Do not change → Product 434305600127

Disregard and do not use

Disregard and do not use

9. Click **Submit** in the top right corner after making changes to the item.

*After clicking “Submit,” the item is routed to PLCB for review. Once reviewed, the item will be approved or rejected.*

**Notes:** An error message will appear if the required fields are not filled out.

If the item requires further corrections or is rejected, you will see a notification under the Bell Icon in the Global Header of the Oracle Supplier Portal. Depending on the comments, you may need to make corrections and resubmit the item.

